

INVOICE

[Editor Name/Agency]
[Address Line 1]
[Email Address]

INVOICE # [0001]

DATE [Month DD, YYYY]

BILL TO:

[Client Name]
[Company Name]
[Client Address/Email]

Description of Services	Rate	Quantity/Word Count	Amount
[Project Title - e.g., Manuscript Copy Edit]	[\$[0.00]]	[0,000]	[\$[0.00]]
[Additional Service - e.g., Fact Checking]	[\$[0.00]]	[0]	[\$[0.00]]

Subtotal: \$[0.00]

Tax: \$[0.00]

Total Due: \$[0.00]

PAYMENT TERMS Payment due within [30] days via [Bank Transfer/PayPal/Check].

NOTES Thank you for your business.